

## The seal of the Commonwealth of Kentucky is a circular emblem. It features a central illustration of two men, one in a military uniform and the other in civilian attire, shaking hands. Above them is the motto "UNITED WE STAND" and below them is "DIVIDED WE FALL". The outer ring of the seal contains the text "COMMONWEALTH OF KENTUCKY" and is decorated with a wreath at the bottom.

(See attached sheet for instructions)

## **Application for Reserved Name Filing Instructions**

### **TYPE OF PROPOSED NAME**

The applicant must indicate if the proposed name to be reserved is a corporate name, a limited liability company name or a limited partnership name by checking the appropriate box.

A corporate name must contain the word "corporation," "incorporated," "company," or "limited," or an abbreviation thereof.

A limited liability company name must contain the words "limited liability company" or "limited company" or the abbreviations "LLC" or "LC". The word "limited" may be abbreviated as "Ltd." and the word "Company" may be abbreviated as "Co."

A limited partnership name must contain the word "Limited" or its abbreviation "Ltd."

### **WHO MAY SIGN**

The individual applicant must sign the application for reserved name.

- If the applicant is a corporation, an officer or the chairman of the board of directors must sign on behalf of the corporation.
- If the applicant is a limited liability company and management of the company is vested in one or more managers, a manager must sign on behalf of the limited liability company. If management of the company is vested in its members, a member must sign.
- If the applicant is a limited partnership, a general partner must sign on behalf of the limited partnership.

If the applicant is a business entity, the person executing the application on behalf of the business entity must designate his or her title or the capacity in which he or she signs.

### **NUMBER OF COPIES**

Submit one originally signed and one exact or conformed copy. (May be a photocopy) One file-stamped copy will be returned to the applicant as evidence of filing.

### **FILING FEE**

The filing fee is \$15.00.

Your check should be made payable to the "Kentucky State Treasurer".

### **MAILING ADDRESS**

Trey Grayson  
Secretary of State  
P O Box 718  
Frankfort, KY 40602-0718

### **OFFICE LOCATION**

Room 154, Capitol Building  
700 Capital Avenue  
Frankfort, KY 40601

### **WEB SITE ADDRESS**

Our home page address is: [//www.sos.state.ky.us](http://www.sos.state.ky.us)

Click on "On Line Business Database" for information on status of all business entities in Kentucky. Forms are also available on our web site.

For name availability, call (502) 564-2848, press 2, and then press 1.

For further information, call (502) 564-2848, press 2 and then press 1 or try our web site.

**NOTE:** If the name applied for is available, the Secretary of State will reserve the name for the applicant's exclusive use for a nonrenewable one hundred and twenty-day period.